



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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JOHN J. HOFFMAN
Acting Attorney General

JENNIFER E. FRADEL
Administrator

June 23, 2015
AMENDED
NOTICE OF JOB VACANCY
#15-104B

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the minimum job requirements specified below:

TITLE: Executive Secretary

SALARY: \$50,000.00 - \$60,000.00

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Deputy Director, Division of Consumer Affairs, Department of Law and Public Safety, and of the Members of the Board, as applicable, the Executive Secretary directs the operations of the Board or Unit and administers all Board or Unit business; prepares agendas, including all relevant materials, for monthly meetings of the Board or Unit, as well as for Board or Unit committee and subcommittee meetings and prepares minutes of those meetings; coordinates and schedules formal and informal hearings; administers, oversees or coordinates testing of candidates for licensure; oversees the application process for licensure and issues licenses to qualified individuals; manages the staff of the Board or Unit; responds to written, electronic or telephone inquiries and complaints; collects data (statistical and financial) and prepares reports required and/or requested by the Department, Division, Board, other State Agencies or other stakeholders; maintains all Board or Unit records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material; executes Board or Unit decisions and policies as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of comprehensive experience involving governmental or business administration, two (2) years of which shall be in a supervisory capacity.

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of July 13, 2015 to:

*Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085
Or*

LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.